

Human Capital Council Terms of Reference

PURPOSE: The purpose of the Human Capital Council is to bring together all functions within NOAA associated with people in order to advance a diverse, highly skilled, motivated and effective workforce capable of accomplishing NOAA's mission. The Council serves as the principal forum through which issues affecting workforce excellence across NOAA are discussed and addressed. Challenges for consideration by the Council will focus around implementation of the goals associated with NOAA's Strategic Workforce Management Plan and diversity plan/program, including the following:

- Align human capital policies, programs, processes, and systems to support accomplishment of the NOAA mission, vision, goals, and priorities.
- Recruit, hire, develop, and retain a diverse workforce with the competencies necessary to accomplish the Agency mission.
- Continuous organizational improvement and feedback, and management accountability for managing diversity, promoting a workplace free of discrimination and harassment, and addressing issues that impact productivity, retention, and mission accomplishment in order to create a responsive, high-performance culture.
- Ensure NOAA has the leadership with the technical and managerial knowledge and skills needed to accomplish its strategic goals and priorities.
- Promote knowledge-sharing, continuous learning and improvement, and a climate of open communications.
- Serve as a focal point for the "Workforce Management Program" under the Mission Support Sub-goal under the NOAA Planning, Programming, Budgeting and Execution System (PPBES) process.

The Council may also consider:

- Topics requested by any of its members
- Topics referred by the NOAA Executive Panel (NEP) or NOAA Executive Council
- Tentative decisions of any of the Committees supporting the Council, at the request of the Committee or the Council Chair.

[NOTE: The Council will not be responsible for approval of NOAA EEO Policy Statements. The EEO Program Committee will not bring EEO policy issues or specific discrimination complaint information to the HCC for consideration.]

Voting Membership

- Chair - Director, Workforce Management Office
- Chairs of the EEO Program, Diversity, Training and Workforce Management Committees
- Senior executive representative from up to three Line Offices and one staff office (LO/SO representation will be rotated).

Advisors:

- Director, NOAA HR Programs and Plans Division
- Director, Office of Diversity

- Other ad hoc advisors, based on the issue or at the request of the Chair.

The Council will be particularly sensitive to the appropriate and timely involvement of Union organizations representing NOAA employees on policies and issues that will have a labor relations impact. Any member or advisor may send a designee to a meeting so long as the designee is empowered to act on behalf of the member or advisor. As necessary, the Chair will invite subject matter experts to address agenda items.

Contact Person - Chair

Committees that Support the Council:

- EEO Program Committee
- Diversity Committee
- Training Committee
- Workforce Management Committee

Roles and Responsibilities:

- **Members** - discuss and decide issues before the Council; as assigned perform projects for the Council
- **Council** – decision making or recommending body on NOAA wide human capital/workforce issues
- **Committees** per established charters
- **Meeting Frequency** - monthly, with special meetings as required

Decision Making Process:

Council decisions and recommendations will be accomplished by informed consensus. The Chair will strive for consensus on every issue. Consensus means that each voting member either agrees with the proposal or accepts the proposal (can live with it). Non-consensus means that one (or more) members votes against the proposal. Where consensus is not achieved, Chair will have 51% of the vote. Any member of the Council may request that a decision made by the Council be elevated to the NEP for discussion; in turn, the NEP may request that any decision made by the Council be elevated to the NEP.

Charter:

The Human Capital Council was established to ensure that NOAA-wide workforce issues are effectively addressed to recruit and advance a diverse, highly skilled, motivated and effective workforce capable of accomplishing NOAA's mission. The Council serves as the principal forum to address issues affecting workforce excellence across NOAA, and through which such issues that require Senior NOAA decisions are raised to the NEP or the NEC.

- The Council shall meet at least monthly, with special meetings as required.
- The Chair sets the agenda based on input from members and others.
- The Chair shall arrange for Council Secretariat. Draft minutes of all meetings are published within 2 workdays of a meeting and finalized within 5 workdays.
- Standing Committees and working groups are established as necessary to consider items of concern of the Council. Committees may make decisions within their purview without referring to the Council or may provide recommendations to the Council for consideration.